

Building Plan Retrieval Request Form



Applicant's details:

Full Name:

Address:

Contact Number:

Email:

Letter of Authorisation Attached (If Applicant is not the Owner):

Property Details

Street Address:

Suburb:

Please insert or attach copy of owners and applicant's driver's license:

How would you like to receive your plans? Pick Up Posted Emailed

I understand the quality of plans is not guaranteed and the Property Search Fee is not refundable if the plans are not suitable or cannot be located. I also acknowledge there is a per page fee for copies issued.

Signature:

Date:

Office Use Only:

Verification of Identity (Drivers Licence Sighted/Attached)

Licence#:

Staff Initials:

Receipt#:

Plans Located:

Staff Initials:

Offsite Plans Ordered:

Yes / No

Payment by Credit or Debit Card

Cardholders Name:

MasterCard

Visa

Card Number:

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Expiry Date

/

CVC

Amount \$56.00

0.46% SURCHARGE APPLIES

Signature:

Date: